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GOVERNOR



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COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

October 5, 2015

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-15**

**TO:** LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

**FROM:** Andrea P. Hubbard  
Director

**SUBJECT:** New OSUP Form – Acknowledge Offer and Decline Health  
Insurance Coverage for 2015 Plan Year

This is to advise all LaGov HCM Paid agency personnel of the release of OSUP Form OSUP/F101a, Acknowledge Offer and Decline Health Insurance Coverage for 2015 Plan Year. This form may be used in lieu of Form GB-01, the Office of Group Benefits (OGB) Enrollment/Change Form, for those employees who waived coverage for the 2015 Plan Year. The form can be found on the Forms page on OSUP's website:  
[http://www.doa.la.gov/Pages/osup/OSUP\\_Forms.aspx](http://www.doa.la.gov/Pages/osup/OSUP_Forms.aspx).

Due to Affordable Care Act (ACA) regulations, agencies must be able to prove they offered coverage to all eligible employees for the 2015 Plan Year. For those employees who are eligible for health insurance coverage but chose not to enroll, a waiver form must be signed in order to have proof of the offer of coverage.

For the OGB Annual Enrollment beginning October 1, 2015, agencies may use OSUP Form OSUP/F101, Acknowledge Offer and Decline Health Insurance Coverage for 2016 Plan Year, for employees to waive coverage for the 2016 Plan Year.

If you have any questions about the form, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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